

Getting Started With Your KIS Email (PMail)

First login

1. Go to the KIS e-mail [login page](http://bit.ly/kismail).
<http://bit.ly/kismail>

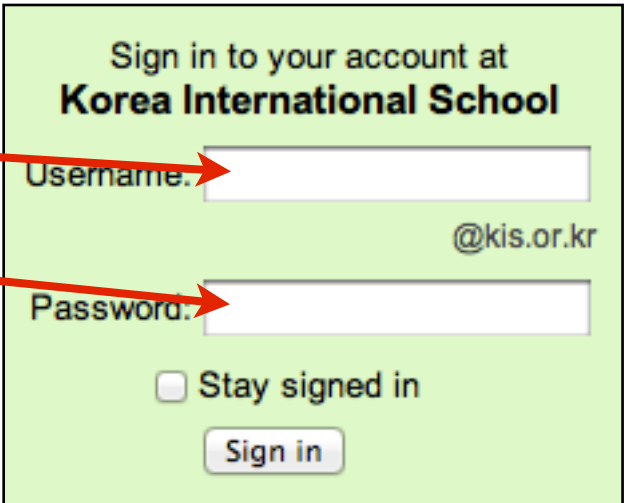
2. Enter the username you were given (usually your first initial & last name).

3. Enter the default password.

4. You will see the user agreement. Please read it and accept the terms.

5. You will be prompted to create a new password.

6. Now you should be on your mail page. Click



and then on **Settings** to

7. It is recommended to take a look at all of your settings, but below are the most important when starting your account:

- Under the **General** tab you may want to set up a personalized signature like the one to the right.
- Under the **Labels** tab click on **Create new label** to make labels (folders) to organize your email.
- Under the **Accounts** tab you may want to connect another email account to this one.

Todd Trailer
Middle School Social Studies
Korea International School
031-789-0509